



Patricia
Maxwell/SUPR/R7/USEPA/U
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06/26/2007 12:48 PM

To Eddie McGlasson/ARTD/R7/USEPA/US@EPA

cc Scott Hayes/SUPR/R7/USEPA/US@EPA

bcc

Subject United Zinc #1 Site - FOIA 07-RIN-00493-07

Hi Eddie,

Just so you know (if you do not already), you/I do not send out the responsive documents. We compile everything for the Superfund Division here and it is the site manager's responsibility to confirm releasability of each document with the attorney of record before they are turned over to me. Once compiling and approval of documents is complete, the FOIA Program Checklist form must be completed in its entirety, signed on the "Person Responsible for Documents" line w/telephone extension, and returned to me with the responsive information, a notation that counsel has approved release, and withholding list * as applicable. I review and update Superfund records and deliver to Kathy asap. She will prepare a response letter - with billing - and send everything out to the requester at one time.



Example: FOIAWithholdingList.doc

A couple of other points - just in case:

1. If some documents are not releasable, they must be listed on a "Withheld Documents" List. the list (but not the withheld documents) is returned to me with whatever information is to be sent to the requester.
2. Beginning Friday, June 29, I will be away from the office until July 9...please return the FOIA, documents, etc. to me on Monday, July 9 so we can review and get it out in a timely manner.
3. Be sure to discuss costs with the requester BEFORE you run anything...this requester agreed to "all reasonable and standard processing fees" - please be sure he/she has some idea of cost before the fact. We have run into many circumstances when requesters 'did not expect it to be that high' when the bill is received.
4. Although United Zinc is a Superfund site, many other FOIAs involve other divisions in a complete response. Therefore, you should always advise requesters that you are referring to Superfund documents, Superfund time, Superfund costs only -- that there could be other charges from other divisions. If there is a question about 'other divisions,' just check with me and I can tell you what to expect.

Of course, if you have ANY question at all, please check with me. If I am out of the office, you can leave a message, as I usually check my voicemail daily. And, BTW....thanks for including the site and FOIA number in your Subject line; you can't imagine how much time that little effort saves in the long run.

Thanks Eddie.

Pat

— Forwarded by Patricia Maxwell/SUPR/R7/USEPA/US on 06/26/07 12:25 PM —

Eddie
McGlasson/ARTD/R7/USEP
A/US

06/26/07 12:16 PM

To rrieke@bridgeh2o.com

cc

Subject United Zinc #1 Site - FOIA 07-RIN-00493-07

Mr. Reike, per our discussion today at 1146 hours - I would like to request additional time to prepare, duplicate, and mail requested documents. I feel that I should be able to meet your FOIA request and mail

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Superfund

such documents by Friday July 6, 2007. If you accept this request please reply indicating so. Thanks and if you have any questions please give me a call (office # below and cell # 913-645-3682).

Eddie McGlasson,
On-Scene Coordinator
U.S. EPA - SUPR/ER&R
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ph# 913/551-7756